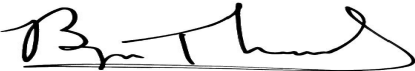


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 5	Number 5	Effective Date 01/09/12	Review Date 2015
Subject MASTER PATROL OFFICER PROGRAM			☐ New Order ☒ Replaces G.O. 5-5 (05/26/09)
References			
 _____ Chief of Police or Designee		01/09/12 _____ Date	

I. PURPOSE

The purpose of this directive is to establish procedures for the Master Patrol Officer (MPO) Program. The main avenue for advancement within the Department is supervisory promotions. The Master Patrol Officer Program is designed for exemplary sworn members who have exhibited a high degree of professionalism and commitment to the Department but do not wish to pursue the traditional managerial career track of supervisory promotions. The Master Patrol Officer Program is designed to ensure the availability of personnel to serve as support personnel to sergeants in the Precinct and the Special **Operations** Division (**SOD**) in carrying out their daily duties in the accomplishment of the mission of the Department.

II. POLICY

The policy of the Richmond Police Department (RPD) is to maintain Master Patrol Officers within *the precincts* and the **SOD** as needed. Due to their experience, knowledge, professionalism, competence and stature among their peers, a Master Patrol Officer should also be capable of serving in an acting supervisor capacity when a sergeant is not available. Although this position is not a step in grade, **MPOs** shall receive **special assignment pay (operational differential)** and be extended the same courtesy and respect afforded any other Department supervisor.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITION

MASTER PATROL OFFICER – Any sworn Department member selected as a Master Patrol Officer shall serve in a support function for *shift* sergeants and serve in an acting capacity in their absence. Master Patrol Officers will also be assigned to the **SOD**.

There are 51 Master Patrol Officer positions allocated within the Department:

- *Up to 3 positions within the SOD with no more than 1 MPO assigned in a unit (i.e. Traffic, Mounted, K-9, MOST)*
- *Up to 12 positions within First Precinct, 4 on each shift*
- *Up to 12 positions within Second Precinct sectors, 4 on each shift*
- *Up to 12 positions within Third Precinct sectors, 4 on each shift*
- *Up to 12 positions within Fourth Precinct sectors, 4 on each shift*

NOTE: The Master Patrol Officer designation is not associated with the Career Development Program.

V. PROCEDURE

A. Qualifications for Appointment – Members must meet the following criteria:

1. Have a minimum of three (3) years of service upon completion of field training;
2. Be currently assigned to a patrol *shift* within a precinct or **SOD**;
3. Have received on their most recent annual performance rating a “Meet Standards” or above;
4. Have no more than a total of six (6) days suspension in a 24-month period preceding appointment to the list and thereafter; and;
5. Be willing to take the initiative and lead others in carrying out the mission and directives as assigned.

B. Removal from the program – Officers shall be automatically removed upon:

1. Being transferred from a precinct *shift* or **SOD** assignment:
 - a. The immediate supervisor from where the employee left is responsible for completion of the Personnel Memo Information Form (PD-162) which rescinds the MPO status.
 - b. The member may re-apply for an existing MPO position within his/her new assignment, if applicable.
2. Being reassigned to a position that is not a precinct or **SOD** assignment;

3. Serving on-loan status within or outside their Precinct/Division;
4. Voluntarily requesting to be removed;
5. Being recommended for removal by their commanding officer for failure to perform assigned duties;
6. Receiving a “Fails to Meet Standards” annual performance rating;
7. Being recommended for removal by the Department’s Disciplinary Review Officer and with the approval of the Chief of Police; and/or,
8. Not maintaining DCJS and departmental certifications, i.e. Use of Force, In-Service, etc., and other developmental training.

C. *General Guidelines for Precincts:*

1. *Precincts shall advertise each time there is a MPO vacancy and in the advertisement specify the shift where the vacancy exists;*
2. *Officers interested in the MPO positions must reapply each time for the position in accordance with the vacancy announcement;*
3. *MPO status does not override seniority of the officers when transferring from one shift to another;*
4. *When a MPO transfers from a shift, the MPO status does not transfer with them (i.e. If an MPO on evening shift transfers to dayshift (due to seniority), his/her MPO status is vacated and remains assigned to the evening shift); and,*
5. *When a MPO is designated as an acting sergeant, a temporary MPO may be assigned to the vacated MPO position. Once the acting sergeant assignment is completed, the MPO shall return to his/her MPO position and the temporary MPO position shall return to his/her original assignment.*

D. *General Guidelines for the SOD:*

1. *SOD shall advertise each time there is a MPO vacancy and in the advertisement specify the unit where the vacancy exists; and,*
2. *Officers interested in the MPO positions must reapply each time for the position in accordance with the vacancy announcement.*

E. Application Process – Members wishing to apply for the position of Master Patrol Officer shall:

Submit a Request for Reassignment (PD-15) for Master Patrol Officer position and forward it to his/her Commander or Captain. *Applicants shall have two (2) weeks to apply upon notification of the MPO vacancy.*

F. Master Patrol Officer shall:

1. Be responsible for all assigned Sector and patrol duties in addition to the responsibilities of Master Patrol Officer unless serving in an Acting Sergeant capacity;
2. Act as the primary shift supervisor in the temporary absence of the shift sergeant;

NOTE: If two squads are working together, e.g. A & B squad, there shall be a maximum of two MPOs working between the squads. Furthermore, when squads A & B are working together and there are two MPOs on squad B, no MPO shall be allowed to work on squad A.

3. Serve as an acting sergeant, upon approval of the Chief of Police, in the extended absence of the shift sergeant in an as-needed basis. Authority and responsibility shall be commensurate with this position;
4. Be responsible for the management of crime scenes in the absence of a supervisor;
5. Be responsible for establishing a command post at major crime scenes until relieved by a supervisor;
6. Attend all training classes developed for the Master Patrol Officer Program;
7. Administer roll-call and roll-call training when a sergeant is not available; and,
8. When on duty and in uniform, wear an insignia of such color and design approved by the Chief of Police.

G. Commanding Officers shall:

1. Ensure that members of their command are advised of the announcement of the Master Patrol Officer Program;
2. Ensure that applicants are processed properly;
3. Be responsible for ensuring that any information required of or by applicants for consideration for Master Patrol Officer is provided in a timely manner;
4. Develop a uniformed interview process which includes a set of questions to be used within the precincts and the **SOD** during the interview;
5. Establish a Selection Committee consisting of one (1) lieutenant and two (2) sergeants, one of whom being assigned to the affected precinct or Division;
6. ***In precincts, attempt to evenly distribute MPOs among the 4 squads (A, B, C, D) and on each shift (day, evening, midnight); and,***
7. ***Have the authority to reassign MPOs to different squads on the same shift to obtain optimal distribution.***

H. The Immediate Supervisor from where the employee shall:

Complete the Personnel Memo Information Form (PD-162) which rescinds the MPO status when the employee is transferred from a precinct squad or **SOD** assignment.

I. OIC of the Training Division shall:

Be responsible for implementing a training program for all MPOs.

VI. FORMS

A. PD-15, Request for Reassignment

B. PD-162, Personnel Memo Information Form